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PUBLIC UTILITY COMMISSION

WATER REGULATIONS

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WATER REGULATIONS

Effective March 25, 1946

PENNSYLVANIA PUBLIC UTILITY COMMISSION

WATER REGULATIONS

IN THE MATTER OF THE REGULATION OF
WATER SERVICE

BY THE COMMISSION, MARCH 25, 1946:

The Commission is of the opinion that it is necessary or proper for the safety, accommodation or convenience of the public that water service utilities fulfill certain requirements; THEREFORE,

IT IS ORDERED: That the definitions and regulations attached hereto and hereby made a part hereof be and are hereby adopted for water service utilities subject to the jurisdiction of the Commission.

IT IS FURTHER ORDERED: That General Order No. 71, Circular No. 12-A and "Regulations Governing the Reporting of Accidents" issued December 1, 1937, be and are hereby rescinded, insofar as applicable to water service public utilities.

PENNSYLVANIA PUBLIC UTILITY COMMISSION
(signed) JOHN SIGGINS, JR.
Chairman

ATTEST:

ROBERTSON C. CAMERON
Secretary

(SEAL)

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PENNSYLVANIA PUBLIC UTILITY COMMISSION

In re: New Uniform System of Accounts for Water Utilities Having Annual Revenues of More Than $100,000.

O R D E R

BY THE COMMISSION, January 5, 1948:

This matter concerns the prescription of a new Uniform System of Accounts for Water Utilities, subject to our jurisdiction, having annual water operating revenues of more than $100,000.

Our authority to prescribe new accounting systems, and to require water utilities to inaugurate original cost accounting and establish and maintain continuing property records, is contained in Sections 501 and 502 of the Public Utility Law. (66 P.S. sections 1211 and 1212). These sections read:

> *"Section 501. Mandatory Systems of Accounts.—The commission may, after reasonable notice and hearing, establish systems of accounts (including cost finding procedures) to be kept by public utilities, or may classify public utilities and establish a system of accounts for each class, and prescribe the manner and form in which such accounts shall be kept. Every public utility shall establish such systems of accounting, and shall keep such accounts in the manner and form required by the commission. The accounting system of any public utility also subject to the jurisdiction of a Federal regulatory body shall correspond, as far as practicable, to the system prescribed by such Federal regulatory body: Provided, That the commission may require any such public utility to keep and maintain supplemental or additional accounts to those required by any such regulatory body.*
>
> *"Section 502. Continuing Property Records.—The commission may require any public utility to establish, provide, and maintain as a part of its system of accounts,*

continuing property records, including a list of inventory of all the units of tangible property used or useful in the public service, showing the current location of such property units by definite reference to the specific land parcels upon which such units are located or stored; and the commission may require any public utility to keep accounts and records in such manner as to show, currently, the original cost of such property when first devoted to the public service, and the reserve accumulated to provide for the depreciation thereof." (Underscoring ours).

Under our presently effective accounting regulations, water utilities are required to account for water supply plant and facilities on the basis of cost to the present owner. But this basis of accounting does not disclose one of the elements which the law and the courts have specified should be considered in determining the fair value of property and facilities for rate purposes, namely: the original cost of such property and facilities. Furthermore, our experience indicates that this element of value has been lacking in most cases coming before us involving the rates of water utilities, the respondent public utility asserting either that such data were not available or that its records would not disclose information essential to a determination of original cost. Finally, a number of water utilities have, over the years, adjusted their plant accounts to reflect reproduction values, these having little or no relation either to cost of plant and facilities to the accounting utility or to the original cost of said plant and facilities. Accordingly, we instructed our staff to prepare an accounting system which would require the larger water utilities (a) to ascertain the original cost[1] of plant and facilities as of a given date, and (b) to establish and maintain, in conjunction therewith, such supplemental records as would constitute a perpetual inventory of existing and future plant and facilities tied-in with the original cost of individual major plant items or groups of similar smaller plant items. Our instructions also embodied the preparation of a list of property retirement units to bring about uniformity in the water supply industry in distinguishing between capital and maintenance costs, in accounting for property replacements.

On January 29, 1946, the staff completed its initial draft of a new accounting system embodying the aforementioned principles.

(1) The term "original cost" is defined in the proposed regulations as "the cost of such property to the person first devoting it to public service."

This initial draft, later entered of record as Commission Exhibit No. 1, was served upon all water utilities in Pennsylvania having annual operating revenues of more than $100,000. At the request of these water utilities, hearing in the matter was deferred until representatives of the industry had conferred with the staff on certain phases of the proposals.

The initial draft provided that original cost of utility plant and facilities would be obtained by detailed analysis of all construction records. In other words, the public utility would make an exhaustive examination of all its records to ascertain the original cost of existing plant, and that to the extent records were not available, the public utility would estimate the original cost of that portion of its plant for which construction costs were lacking.

Representatives of the water supply industry objected to this procedure. They claimed that because of the relatively long life of water supply facilities and the fact that properties had been in operation over long periods of time (in some cases for more than a century), details of construction costs required to determine the original cost of a large portion of existing plant were non-existent either due to the passage of time or because little importance was attached to or known of proper accounting processes in the early years. Recognizing the merits of this claim, the staff proceeded to prepare a second draft of a proposed accounting system in which the requirement for analysis of detailed construction costs was abandoned and in lieu thereof the following provision was made:

> *"In recognition of the history of water utility plant, it will be considered that book costs of plant as of the date of reclassification of plant account, are representative of the original cost thereof, after adjustments shall have been made to such book costs for increases or decreases in plant account, of the accounting utility and its predecessors which resulted from the recording of appraised values, from the acquisition of plant by purchase, merger, consolidation, etc., or from accounting errors, due consideration being given to recorded retirements, if any, of the gross amounts classifiable in account 100-5, Utility Plant Acquisition Adjustments, and account 107, Utility Plant Adjustments ***."*

A majority of the representatives of the water utilities believed that if original cost accounting was to be required this method. sometimes called the "ceiling" approach was the most practical of achievement. and that it would produce an answer reasonably close to what might be obtained by a more detailed study of actual construction costs. Our experience in the electric and gas fields supports this view.

The second draft of the proposed accounting system containing the modified original cost approach. was completed on November 21, 1946, and was served upon the water utilities (having annual revenues of more than $100 000) by the Commission s Secretary on December 3. 1946.

Two hearings were held in this proceeding the first on July 9, 1947, and the second on September 10, 1947 Testimony has been concluded, briefs have been filed by the Special Accounting Committee of Pennsylvania Water Works Association and by Scranton-Spring Brook Water Service Company (SCRANTON-SPRING BROOK) and the latter has offered oral argument before us. Accordingly the case is ready for disposition.

A large part of the testimony. exhibits and oral argument offered by SCRANTON-SPRING BROOK concerns the claimed adverse effect which the proposed regulations would have upon that company What we must decide, however, is not how any one public utility might be affected, but whether it is desirable in the overall public interest that the regulations be adopted to assist the Commission in the performance of the duties entrusted to it under the law.

A witness for SCRANTON-SPRING BROOK introduced a one-page exhibit (No. 6) wherein he estimated that it would require an outlay of $228,694 to do the work required by the second draft of our proposed regulations. Boiled down, the estimates of personnel and time entering into the dollar figure of $228.694 produces an equivalent, exclusive of stenographic services of fifty-four man-years to do the work In other words, SCRANTON-SPRING BROOK says either that it would take a staff of fifty-four technicians and clerks one full year, or one man fifty-four years to do the work, notwithstanding the short-cut approach provided for in the second draft. When asked for details in support of his estimates, the witness admitted he had none and that the estimates were based solely upon his judgment and experience on other companies.

From our experience with other public utilities, we believe the cost to SCRANTON-SPRING BROOK would be substantially less than its estimate. In any event, the cost to do the work must be measured against the value of its results for regulatory purposes As we have already pointed out, the records in rate cases coming before us in the past have been singularly devoid of evidence relating to the original cost of water utility property. This has been so because the respondent public utility has been under no obligation to determine the original cost of its property and, because of that fact and also because of rising prices, it had little interest in developing that element of value. In consequence, the Commission has been forced to rely largely on estimates of reproduction value. Moreover. even in those isolated instances in which original cost data were produced, the public utility was under no obligation to reflect the data on its records and, with the passage of time and changes in property, the unrecorded data lose all significance. Substantial justice to the utility investor and the consuming public can only be done if the Commission has before it all the elements which should be considered in determining the fair value of utility property for rate purposes. Our proposals would produce two of these elements, namely: cost of property to the accounting public utility and the original cost of such property. Furthermore, these proposals would insure that these elements are reflected constantly on the books and records of the public utilities concerned.

It is an interesting contrast that while public utilities object to spending money which will produce a property record of permanent and continuing value to the Commission, the same public utilities will voluntarily devote considerable time and money in the preparation of inventories and appraisals for reproduction cost purposes. And this is done notwithstanding the fact that such appraisals are of value only at the time they are made because of subsequent fluctuations in price levels.

It is claimed that by the adoption of our accounting proposals we are attacking the arm's-length cost of property to SCRANTON-SPRING BROOK. That is not the purpose of this proceeding. The proposals would simply require that company to break down that arm's-length cost to show, in a separate account. the original cost of that property. The propriety of requiring such a segregation was recognized by the Supreme Court of the United States in American Telephone & Telegraph Co., et.al. v. The United States of America 299 U.S. 232, (1936). There the court

stated that the company could not be harmed until such time as the Federal Communications Commission ordered disposition of amounts classified in the acquisition adjustment account Likewise SCRANTON-SPRING BROOK or any other water utility subject to these proposals cannot be harmed until such time as we order the disposition of amounts classified in the acquisition adjustment account. SCRANTON-SPRING BROOK assuredly will be given ample opportunity to be heard, if and when we order disposition of any amount found to be classifiable in the acquisition adjustment account.

It should be borne in mind that in this proceeding the Commission is not instituting or prosecuting a rate case against any one or all of the water companies affected by the proposed system of accounts; nor is it fixing or finally determining any single element of fair value which the Commission is required to consider under the provisions of the Public Utility Law and the precedent establish by the appelate courts. It is merely prescribing a system of accounts designed to elicit information which will be useful to the Commission for regulatory purposes, and which when assembled and submitted in any proceeding before us, will be subject to the scrutiny, examination and cross-examination of all parties at interest, and will be given such weight as the Commission may deem advisable in the light of attendant circumstances.

Although no testimony or exhibits were entered of record on behalf of Pennsylvania Water Works Association, the Special Accounting Committee for that association did file a brief in this proceeding. In this brief, the Special Committee contends that the water utilities are in a different category than other types of public utilities -- (1) that water utilities are considerably older, (2) that major portions of water supply facilities are of long life, (3) that water utilities have the lowest ratio of revenue, and the lowest ratio of operating expense, to fixed capital (plant), (4) that water utilities have smaller accounting and clerical staffs than other types of public utilities, and (5) that the turn-over (retirements) of water supply facilities is substantially less than for other types of utilities.

Because of items (1) and (2), the Special Committee claims that determination of original cost and the establishment of continuing property records are made more difficult.

Because of item (4), the studies will necessitate the employment of outside technical help, even though the modified procedure embodied in the second draft of the proposed regulations is applied.

The problems of determining original cost in the water supply industry may be, as claimed, more difficult than other types of public utilities. But we do not believe they are relatively any more difficult than those encountered in the manufactured gas industry, many of the operations and histories of which go back to the 1850's; or for that matter, the natural gas industry, which had its beginning in the latter part of the nineteenth century. And these latter two industries have been subject to more detailed original cost requirements and have met them, notwithstanding the fact that large portions of their properties have life characteristics comparable to certain water supply facilities.

After giving careful consideration to all the evidence of record, we conclude that the second draft of our proposed regulations is essential to us in the proper performance of our regulatory functions; THEREFORE,

IT IS ORDERED:

1. That the second draft of the Uniform System of Accounts for Water Utilities, dated November 21, 1946, now before us in typewritten form, to be hereafter printed, be and the same is hereby approved.

2. That said Uniform System of Accounts for Water Utilities, dated November 21, 1946, be and the same is hereby prescribed, to become effective January 1, 1948, for all water utilities, now or hereafter subject to our jurisdiction, having annual operating revenues from water supply operations of more than $100,000.

3. That Rule I of Section 603 of our Water Regulations be and is hereby revised, effective January 1, 1948, to read as follows:

Rule I -- ACCOUNTING SYSTEMS

A. Each public utility having annual operating revenues of more than $100,000 shall keep its accounts in conformity with the Uniform System of Accounts for Water Utilities prescribed by the Commission effective January 1, 1948. And each

such public utility shall reclassify its water plant accounts, establish and maintain continuing property records for water plant, and account for retirements of water plant, in conformity with the provisions thereon contained in said Uniform System of Accounts.

B. Each public utility having annual operating revenues of $100,000 or less shall keep its accounts in conformity with the Uniform Classification of Accounts for Water Companies prescribed by the Commission effective January 1, 1918.

PENNSYLVANIA PUBLIC UTILITY COMMISSION

(signed) John Siggins, Jr.
Chairman

ATTEST:

J. A. Walter
Secretary

PENNSYLVANIA PUBLIC UTILITY COMMISSION

In re: Revision of Water Regulations relative to the preservation of records.

ORDER

BY THE COMMISSION, APRIL 8, 1963:

We have adopted for electric and gas public utilities the Regulations to Govern the Preservation of Records of Electric, Gas and Water Utilities -- 1961 recommended by the National Association of Railroad and Utilities Commissioners and now propose adoption of such regulations for water public utilities.

The Accounting and Corporate Finance Committee of the Eastern Water Company Conference co-operated with the NARUC Accounting Committee in the development of those regulations. Seven representatives of Pennsylvania water public utilities are members of said conference committee.

In the interest of uniformity, it is appropriate that the NARUC sponsored regulations be adopted for Pennsylvania water public utilities; THEREFORE,

IT IS ORDERED: 1. That Paragraph A, Rule 2, Section 603 of our Water Regulations be amended to read as follows:

> Each public utility shall keep and preserve its records in conformity with the provisions applicable to it in the publication of the National Association of Railroad and Utilities Commissioners entitled Regulations to Govern the Preservation of Records of Electric, Gas and Water Utilities -- 1961.

2. That a copy each of this order and of the Regulations to Govern the Preservation of Records of Electric, Gas and Water Utilities -- 1961 be served by certified mail on each water public utility subject to our jurisdiction.

PENNSYLVANIA PUBLIC UTILITY COMMISSION

(signed) Joseph Sharfsin
Chairman

ATTEST:

William P. Roan
Secretary

(SEAL)

WATER REGULATIONS

PREFACE

Nothing contained in these regulations shall be construed to preclude the Commission from altering, modifying or amending the rules set forth herein as the Commission may deem necessary or advisable from time to time, nor to preclude the Commission from relieving any public utility from the obligations herein imposed, should special circumstances warrant such relief.

SECTION 601. DEFINITIONS

1. "**Commission**" means Pennsylvania Public Utility Commission, or, as appropriate, its predecessor The Public Service Commission of the Commonwealth of Pennsylvania.

2. "**Public Utility**" means persons, or corporations now or hereafter owning or operating in this Commonwealth equipment or facilities for diverting, developing, pumping, impounding, distributing or furnishing water to or for the public for compensation. The term "Public Utility" shall not include (a) any person or corporation not otherwise a public utility who or which furnishes service only to himself or itself; or (b) any bona fide cooperative association which furnishes service only to its stockholders or members on a nonprofit basis.

3. "**Customer**" means any party contracting with a public utility for service.

4. "**Customer's Service**" means the service line extending from the curb, property line or utility connection to a point of consumption.

5. "**Service Connection**" means the connection between the utility's distribution facilities or pipe line extension which connects any main with the inlet connection of a customer's service line at the curb or property line.

6. "**Main**" means the pipe of any public utility system excluding service connection, located in a public highway, street, alley or private right of way, and used in transporting water.

SECTION 602. SERVICE AND FACILITIES

RULE 1—ACCIDENTS

Each public utility shall submit, as hereinafter provided, a report of each reportable accident involving the facilities or operations of the public utility in the Commonwealth of Pennsylvania. Such reports shall be addressed to the Secretary of the Pennsylvania Public Utility Commission, Harrisburg, Pennsylvania.

A. **Reportable Accidents**—A reportable accident is one involving utility facilities or operations which results in one or more of the following circumstances:

(1) Death of a person.

(2) Injury to an employe on duty sufficient to incapacitate him from performing his ordinary duties for a period longer than three days.

(3) Injury to other than an employe on duty sufficient to incapacitate the injured person from following his customary vocation, or mode of life for a period of more than one day.

(4) Occurrence of an unusual nature, whether or not death or injury of a person results, which apparently will result in prolonged and serious interruption of normal service.

B. **Telegraphic Reports**—A report by telephone or telegraph shall be made at once in the event of the occurrence of a reportable accident resulting in the death of a person or in an occurrence of an unusual nature [see A (1) and A (4)].

C. **Written Reports**—A written report shall be made on Commission's Form UCTA-8 immediately following the occurrence of a reportable accident as defined in A (1), A (2), A (3) and A (4) above. Accidents reportable to the Commission, as defined above and of which reports are required by the Bureau of Workmen's Compensation, Pennsylvania Department of Labor and Industry, may be reported by transmitting a copy of such reports in lieu of a report on Commission Form UCTA-8.

Rule 2—COMPLAINTS

A. **Investigations**—Each public utility shall make a full and prompt investigation of all complaints made by its customers, either directly to it or through the Commission.

B. **Records of Complaints**—Each public utility shall preserve all written service complaints showing the name and address of the complainant, the date and nature of the complaint, and the final disposition.

Rule 3—RECORDS

All records required by these regulations shall be kept within the Commonwealth of Pennsylvania at an office or offices of the public utility located in the territory served by it, and shall be open for examination by the Commission or its representative.

Rule 4—SERVICE INTERRUPTIONS

Each public utility shall keep a record of each prolonged interruption of its service affecting its entire system or any part thereof, which record shall contain the time, cause, extent and duration of the interruption.

Rule 5—INSPECTION OF EQUIPMENT AND FACILITIES

Each public utility shall inspect its equipment and facilities in accordance with good practice and in a manner satisfactory to the Commission, and shall keep a record of each such inspection including tests made in connection therewith.

Rule 6—UTILITY TO PROVIDE METERS

Unless otherwise authorized by the Commission each public utility furnishing metered service shall provide and install at its own expense and shall continue to own, maintain and operate all meters.

Rule 7—METERS

A. **Allowable Error**—No water meter shall be placed in service nor allowed to remain in service, which has an error in registration of more than four (4%) per cent when water is passing through it at approximately the following rates of flow:

⅝ inch meter, 6 gallons per minute;
¾ inch meter, 10 gallons per minute;
1 inch meter, 20 gallons per minute;
1½ inch meter, 30 gallons per minute;
2 inch meter, 50 gallons per minute;
3 inch meter, 90 gallons per minute;
4 inch meter, 180 gallons per minute;
6 inch meter, 300 gallons per minute.

B. **Periodic Tests**—No public utility furnishing metered water service shall allow a water meter to remain in service for a period longer than, or for a registration greater than, that specified in the following table, without testing it for accuracy, and readjusting it if found to be incorrect beyond the limits established in Rule 7 (a).

⅝ inch meter, 10 years or 100,000 cubic feet;
¾ inch meter, 8 years or 150,000 cubic feet;
1 inch meter, 6 years or 300,000 cubic feet;
All meters above 1 inch, 4 years.

C. **Meter Test Records**—Whenever a water meter is tested, the original test record shall be kept, indicating the information necessary for identifying the meter, the reason for making the test, the reading of the meter before being disturbed, and the accuracy of the meter, together with all data taken at the time of the test. This record must be sufficiently complete to permit the convenient checking of the methods employed and the calculations made. A record shall also be kept, preferably numerically arranged, indicating date of meter purchase, when purchased after July 1st, 1914, name of manufacturer, its size, its identification, its various places of installation with dates of installation and removal, and the dates and general results of all tests.

D. **Installation of Meters**—Each water meter whenever installed shall have been tested for accuracy by the public utility or by the manufacturer and certified by such manufacturer as meeting the Commission's standards of accuracy within one year previous to its installation. It shall be inspected by the public utility for proper connections, mechanical condition, and suitability of location within sixty (60) days after installation.

E. **Facilities for Testing**—Each public utility shall provide and keep available suitable and adequate facilities for testing its meters. Any public utility not maintaining a standardizing laboratory may, upon written permission from the Commission, have its meters and instruments certified by any standardizing laboratory approved by the Commission. The accuracy of the testing equipment shall be established and checked from time to time by representatives of the Commission. After making final adjustments, the tester shall seal and date tag the testing facilities and shall furnish the public utility with a certificate of accuracy properly dated and signed.

F. **Meters in Service without Test Records**—Each water meter of a public utility which does not meet the requirements of the foregoing sections of this rule with respect to tests and records of tests must be removed forthwith from service by the public utility and shall not again be placed in service unless and until those requirements are met.

G. **Request Test**—Each public utility shall make a test of the accuracy of registration of any water meter upon written request of the customer for whom such meter shall be furnished, upon payment of the fee specified in Rule 7 H. When a customer desires personally or by a representative to witness the testing of a meter, he may require the seal of the meter to be broken in his presence or that of his representative. If the meter tested upon such request shall be found to be accurate within the limits specified in Rule 7 A, the fee shall be retained by the utility; but if not so found, then the cost thereof shall be borne by the utility and the fee paid by the customer shall be refunded. A report of of such test shall be made to the customer.

H. **Schedule of Fees for Testing Meters**:

(1) For each water meter having an outlet not exceeding one inch $2.00

(2) For other water meters having an outlet not exceeding two inches $5.00

Rates for testing meters not included in the above classification, or which are so located that the cost is out of proportion to the fee specified, will be furnished by the Commission upon receipt of complete specifications.

I. **Fees for Testing Facilities of Public Utilities**—The Commission shall charge and collect from utilities for testing of their meter testing facilities and water meters the following fees:

For testing meter testing facilities at utility's plant	$15.00
For each water meter tested at Commission Laboratory	$ 3.00

Rule 8—ADJUSTMENT OF BILLS FOR METER ERROR

A. **Fast Meters**—If, upon test of any meter, the meter is found to have an error of more than four (4%) per cent fast, the public utility shall refund to the consumer the overcharge, based upon the corrected meter reading for a period equal to one-half the time elapsed since the last previous test, but not to exceed three (3) months. If the period of registration error can be definitely fixed, the overcharge shall be computed for such period. If the meter has not been tested in accordance with Rule 7, the period for which it has been in service beyond the regular test period shall be added to the three (3) months in computing the refund.

B. **Slow Meters**—If, upon test of any meter, the meter is found to have an error of more than four (4%) per cent slow, the public utility may render a bill for the water consumed, but not covered by bills previously rendered, for a period equal to one-half of the time elapsed since the last previous test, but not to exceed three (3) months. If the period of registration error can be definitely fixed, the charge may be computed for such period.

C. **Non-registering Meters**—If a meter is found not to have registered for any period, the public utility shall compute the water used by taking the average of the water used for the nearest meter-reading period immediately preceding and the meter-reading period immediately following the date when the meter was found to be not registering, which amount shall be assumed to be the amount of water used by the customer during the billing period in which the meter was found not to have registered. Exceptions will be made to this rule only where the facts clearly show that the stated method does not give the correct consumption for the period.

Rule 9—DISPUTED BILLS

In the event of a dispute between a customer and a public utility respecting any bill, the utility shall forthwith make such investigation as shall be required by the particular case, and report the result thereof to the customer.

Rule 10—ACCESS TO METERS: DISCONTINUANCE OF SERVICE FOR VIOLATION OF RULES OR NONPAYMENT OF BILLS

A. **Access to Meters**—The public utility shall at all reasonable times have access to meters, service connections and other property owned by it on customers' premises, for purposes of maintenance and operation. Neglect or refusal on the part of the customers to provide reasonable access to their premises for the above purposes shall be deemed to be sufficient cause for discontinuance of service.

B. **Notice of Discontinuance**—No public utility shall discontinue service to any customer for violation of rules and regulations or for nonpayment of bills, without a diligent attempt to induce the customer to comply with its rules and regulations, or to pay bills due. Service shall not be discontinued until after at least twenty-four (24) hours' written notice shall have been given by the utility that bills are five or more days delinquent, or that the violation of rules must cease; provided, however, that where fraudulent use of water is detected, or where the utility's measuring equipment has been tampered with, or where a dangerous condition is found to exist on the customer's premises, the water may be shut off without advance notice.

Rule 11—NOTICE OF DESIRE TO HAVE SERVICE DISCONTINUED

Any customer who is about to vacate any premises supplied with service by a public utility, or who for any reason wishes to have service discontinued, shall give at least twenty-four (24) hours' notice thereof to the utility, specifying the date on which it is desired that service be discontinued. In the absence of such notice, the customer shall be responsible for all service rendered.

Rule 12—TEMPORARY SERVICE

In the case of temporary service for short-term use, a public utility may require the customer to pay all costs of making the service connection and removing the material after the service has been discontinued, or to pay a fixed amount in advance to cover such expense; provided, however, that if the material is removed the customer shall be credited with the reasonable salvage which the public utility shall receive on discontinuance of service.

Rule 13—MAPS, PLANS AND RECORDS

Each public utility shall keep complete maps, plans or records of its entire distribution and other system showing the size, character and location of each main, street valve and each service connection, together with such other information as may be necessary. The maps, plans and records required by the provisions of this rule shall be kept up to date so that the utility can furnish promptly and accurately any information regarding its facilities, or copies of its maps upon Commission request. If existing plans are inadequate, special surveys to locate such facilities will not, in general, be required.

Rule 14—REFUSAL TO SERVE APPLICANTS

A. **Noncompliance with Rules and Regulations**—A public utility may decline to serve an applicant until he has complied with state and municipal regulations governing water service and the approved rules and regulations of the utility.

B. **Utility's Facilities Inadequate**—A public utility may decline to serve an applicant if it does not have adequate facilities to render the service desired, or if such service is of a character that is likely to result in unfavorable service to other customers.

C. **Applicant's Facilities Inadequate**—A public utility may refuse to serve an applicant if, in its judgment, the applicant's installation of piping is regarded as hazardous or of such character that satisfactory service cannot be given.

SECTION 603. ACCOUNTING

Rule 1 -- ACCOUNTING SYSTEMS

A. Each public utility having annual operating revenues of more than $100,000 shall keep its accounts in conformity with the Uniform System of Accounts for Water Utilities prescribed by the Commission effective January 1, 1948, as amended effective January 1, 1959. And each such public utility shall reclassify its water plant accounts, establish and maintain continuing property records for water plant, and account for retirements of water plant, in conformity with the provisions thereon contained in said Uniform System of Accounts.

B. Each public utility having annual operating revenues of $100,000 or less shall keep its accounts in conformity with the Uniform Classification of Accounts for Water Companies prescribed by the Commission effective January 1, 1918.

Rule 2 -- PRESERVATION OF RECORDS

Each public utility shall keep and preserve its records in conformity with the provisions applicable to it in the publication of the National Association of Railroad and Utilities Commissioners entitled Regulations to Govern the Preservation of Records of Electric, Gas and Water Utilities -- 1961.